# Great Snoring Parish Council

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Present:
Averil Cooper, Steven Hall, Tom Norman (Chair), Dawn Spiteri (Vice-Chair), Joyce Tibbitts

**Annual Meeting of Great Snoring Parish Council**
**on Thursday 23 May 2024**
following the Annual Parish Meeting 7:00 pm in the Social Club

## MINUTES

Welcome

**1)** Tom Norman was re-elected as **Chair** for the year.

| | | | | | |
|---|---|---|---|---|---|
| Proposed by | SH | Seconded by | JT | Voted | all |

a) The Chair completed a declaration of office form.

**2)** Dawn Spiteri was re-elected as **Vice-Chair.**

| | | | | | |
|---|---|---|---|---|---|
| Proposed by | JT | Seconded by | TN | Voted | all |

**3)** To consider **co-opting** to fill the vacancy. No one at present.

**4) Policies**

a) The following policies were noted / reviewed:
https://greatsnoringparishcouncil.norfolkparishes.gov.uk/great-snoring-parish-council/policies-and-guidelines/

i) Data Protection Policy (reviewed May 2023).
(1) It was noted that there have been no breaches or requests in the previous year.
ii) Code of Conduct (adopted 2012)
iii) Planning Protocol
iv) **Financial Regulations** (January 2014, last reviewed May 2023): amended to update the reference to Public Contracts Regulations 2015 and Utilities Contracts 2016 (both previously January 2006).
v) **Standing Orders**: new model standing orders was adopted including an update to the procurements and contracts.
vi) **Annual Risk Management Assessment**: updated May 2024 to include recommendations from the internal auditor).
vii) Complaints Policy (adopted May 2018, reviewed May 2023)
viii) Grievance Policy (adopted May 2018, reviewed May 2023)
ix) Disciplinary policy (adopted May 2018, reviewed 2023)

**5) Allocation of responsibilities**

a) Planning Advisory Group: all councillors
b) Weekly check of playground: SH and TN
c) Newsletter Distribution: DS and AC
d) Allotments over-viewer: SH
e) Structures: seats, notice board, kissing gate, village sign, kiosk, etc. all
f) Environment: Gurney's Ground, knolls, footpaths, dog bins etc: all
g) Parish Clock: Jon Taylor, Jan Lockhart
h) Internal account checker: JT
i) Internal Auditor: Di Dann

**6)** **Apologies** from David Clifton and NCCllr M Dalby were accepted.



Signed_____ Date……..
Chair

7) **Declarations of pecuniary interest** by the Councillors in any of the items listed below**.** None.

8) **Minutes of the previous Meeting** on 14 March were approved and signed.

9) **Matters arising:** Progress on items from previous meetings for information or reminders only. Items not on this agenda requiring decisions will be placed on the agenda for the next meeting**.** None.

10) **The Meeting was temporarily closed** for Parishioners to express any concerns they have and for reports from the District and County Councillors**.** None present.

The Chair re-opened the meeting.

11) **Planning**

a) **Proposals** received from NNDC since the last meeting.

i) PF/24/0581: Extension to existing outbuilding and erection of detached outbuilding at **Slumber Barn Dilldash Lane**. Link circulated. Tom Norman declared an interest as he lives in the neighbouring property.

b) **Decisions** made by **NNDC:**

c) PF/24/0581: Extension to existing outbuilding and erection of detached outbuilding at **Slumber Barn Dilldash Lane.** APPROVED.

12) **Highways**: https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem

**a) Items to report**

**i) Pothole:** Back Lane and Fakenham Road

**b)** It was noted that the drains at Duck End were working properly and there was no problem with flooding there at the moment.

13) **Street furniture / Environment**

**a) Telephone Box Library** – leaking: follow up with Rodney Harper.

**b) Flies:** householders are advised to report problems to Environmental Protection at NNDC.

14) **Allotments**

**a)** Cutting of uncultivated allotments takes 3-4 hours. Thanks to Steven Hall for getting the growth under control and maintaining the cutting. It was agreed to ask for extra help – e.g. from WE.

15) **Accounts and Annual Return**

**a)** The **annual accounts**, which have been checked by Joyce Tibbitts were approved.

**b)** The **report from the Internal Auditor** Di Dann was noted: 'I have completed an internal audit of the accounts for Great Snoring Parish Council for the year ending 31 March 2024. My findings are detailed below using the test provided in the Governance and Accountability (England) Marc 2023. I would like to thank the Clerk / RFO for providing me with all the information required for the Internal Audit.' Summary of recommendations:

**i) Transparency:** The Transparency Code requires publication of the details of a Council's buildings and land holding to be published on its website. I would advise that the Asset Register is loaded onto the website to cover this point i.e. there are no building or land assets. If the Parish Council owns the play area the land would be valued at £1 and should be included on the Register.

**ii) Risk Management Policy / Schedule**: Add the Play Area and the Allotment site as two areas of risk. The former is medium risk and the latter likely to be low. Allotment risk mitigation – inspections, public liability insurance, tenancy document, rules and regulations. The play area risk mitigation – a professional annual inspection, regular routine inspections, public liability insurance.



Signed_____ Date……..

Chair

iii) **Employer's Role:** The Council to note that advice within Governance & Accountability 2014 Item 5.4: 'Authorities with any employees are, by definition, employers and are required to apply PAYE taxes and employee and employer National Insurance contributions (NIC) should be calculated and recorded for every employee. Deductions should be paid to HMRC on or before the date prescribed.' It is noted that the Clerk pays her own PAYE. Employees are entitled to receive payslips. Salaries and deductions should be calculated through HMRC RTI and evidence recorded. Using HMRC RTI for a small employer, can be an onerous task. It can be outsourced at a competitive price (contact NPTS for service providers). The above explain why I have been unable to tick the 'YES' Box for Item G on the IA Report Page 4.'

**c)** To approve and sign the Annual Governance and Accountability Return (AGAR):

**i)** The **Annual Governance Statement** was approved and signed. It was noted that the Parish Council is registered with HMRC as an employer and uses HMRC RTI to calculate and report PAYE and NIC monthly. Monthly calculations and reports are also made to the Norfolk Pension Fund. The Clerk has access to payslips if required.

**ii)** **Accounting Statements** for 2023-24 were approved and signed.

**d)** **Exemption from Limited Assurance Review**. The Parish Council confirmed that it had met the relevant criteria for Exemption and to complete the Certificate of Exemption (which would be sent to the appointed External Auditor PKF Littlejohn LLP).

**e)** It was noted that the following documents will be published on the website as required: Certificate of Exemption, Annual Internal Audit Report, Section 1 (Annual Governance Statement) and Section 2 (Accounting Statements), analysis of variances, bank reconciliation, notice of the period for the exercise of public rights. The latter will also be placed on the notice board.

**16) Financial business**

**a)** **Receipts** 1 Feb – 30 April: interest £3.82; donation for future maintenance of kissing gate £335; allotment rent £15; NCC recycling credits £20.38; NNDC surveyors allotment rent £200; Precept (1st of two) £3300.

**b)** **Regular payments** 1 Feb – 30 April**:** ICO £35; salary & on costs

**c)** **Balances as at 30 April**: Current ac: £2935.70; Savings acc: £6306.777; Defib savings £136.88 & chq ac £0.53; Clock savings £596.29 & chq ac £1.

**d)** **The following payments were approved:**

| Payee | Cheque no | Amount |
|---|---|---|
| Joanna Otte (expenses) | 100519 | £37.79 |
| Walsingham Parish Council (newsletter April) | 100520 | £9.60 |
| AJ Gallagher Insurance Ltd (annual premium) | 100521 | £866.75 |
| Norfolk ALC (annual subs £110.27 and website hosting £70) | 100523 | £180.27 |
| Mrs D Dann (internal audit) | 100524 | £35.00 |
| Countrystyle Recycling Ltd | 100525 | £15.60 |
| Gt Snoring Social Club (hire of hall) | 100526 | £10.00 |
| Steven Hall (petrol for cutting allotments) | 100527 | £30.00 |

**17) Correspondence:** mail circulated as usual via email

**18) Items for report or placing on the agenda for the next Meeting.**

a) Flies

**19)** Date of the next meeting: **Thursday 11 July 2024 at 7 pm** in the Social Club.



Signed_____ Date……..

Chair